



*The Commonwealth of Massachusetts  
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Immunization Program  
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To: Dennis Garbiel  
Zone 5 Supervisor  
Physical Plant Building Maintenance

From: Allan Stevenson

Date: June 25, 2008

Re: Room N246 sink/dishwasher removal

I would like to request the removal of the laboratory sink and dishwasher from room N246, understanding that the long sink along the back wall of the room will remain in place. Please confirm that the removal will not incur a cost to the department.

Additionally, the room currently has only one key. It would need either two more keys for department personnel or for the lock to be switched to the room 244 lock.

I'd also like to notify you that the new liaison contact for the department will be James Hanchett as of July 1, 2008. James will also be taking over my responsibility as building coordinator of Morrill I. His contact information follows.

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Thank you.

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